North Central Regional Transit District
Board Meeting
Friday, July 12, 2013
10:00 a.m. - 1:30 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Commissioner Dan Barrone, Chair, at 10:21 a.m. at the Jim West Transit Center, 1327 Riverside Drive, Española, New Mexico.

1. **Pledge of Allegiance**
2. **Moment of Silence**
3. **Roll Call**

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County		*Mr. Philo Shelton*
Rio Arriba County		*Mr. Tomás Campos*
Taos County	*Commissioner Daniel Barrone*	
Santa Fé County		*Commissioner Miguel Chávez*
Nambé Pueblo		*Mr. Lonnie Montoya*
Pojoaque Pueblo	*Mr. Tim Vigil*	
Ohkay Owingeh	Absent	
San Ildefonso Pueblo	Absent	
Santa Clara Pueblo		*Mary Lou Valério*

Tesuque Pueblo	Absent	
City of Santa Fé	Absent	
City of Española	Absent	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	Absent	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Glenda Aragon, Financial Manager
Mr. Jim Nagle, Public Information Officer
Ms. Dalene Lucero, Executive Assistant
Mr. Mike Kelly, Transit Operations Manager

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Erick Aune, Santa Fé County
Mr. David Harris, NMDOT
Mr. Mike Swallow, Consultant
Mr. Leandro Cordova, Taos County

4. INTRODUCTIONS

All present introduced themselves to the Board.

5. APPROVAL OF AGENDA

Councilor Ring moved to approve the agenda as presented. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

6. APPROVAL OF MINUTES – June 7, 2013

Councilor Ring moved to approve the minutes of June 7, 2013 as presented. Mr. Vigil seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

7. PUBLIC COMMENTS

There were no public comments.

8. PRESENTATIONS

There were no presentations.

9. ACTION ITEMS FOR APPROVAL/DISCUSSION

A. Discussion and Consideration of Resolution 2013-10: Adoption of the FY14 Annual Service Plans submitted by the City of Santa Fé and Los Alamos County Providing for Specific Regional Routes Funded by NCRTD Regional Transit Gross Receipts Tax (RTGRT) and Acknowledgment of the Santa Fé County Service Plan

Mr. Mortillaro said in order to expend GRT revenues for regional services, the District required a resolution approval by the Board. For FY14 they received the service plans from Santa Fé County and Los Alamos County. There was no change from prior years. The cost allocation had declined for those routes. The Board was using the same revenue allocation formula. Because there were fewer revenues (about $70,000 less overall), they were allocating on a quarterly basis. Additional costs meant the transits absorbed the extra costs.

He noted the addition of a new "whereas statement" (fourth) on page 17. That section basically required both transit systems to provide notice to patrons in prominent signage where the revenue came from so riders would know that the regional GRT had paid for all and part of their services. That was the only change from prior years and the transits had no objection.

Santa Fé County submitted their transit service plan. In years past they had a unified plan for both county and city but not any longer. In the County resolution they were supporting the expansion of NM-599 and other routes that would be considered in the District future Long Range Service Plan.

Commissioner Chávez said the fifth whereas reveals Santa Fé County support for future routes when appropriate - 2013-14.

Mr. Dwyer said it was consistent with the methodology.

There were no speakers from the public regarding this matter.

Commissioner Chávez moved to approve Resolution 2013-10. Chair Barrone seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

B. Discussion and Consideration of Resolution 2013-15 Amending the North Central Regional Transit District Personnel Rules and Regulations

Mr. Mortillaro said there were a number of changes to personnel rules and regulations initially adopted in 2012 and amended in April 2013. These amendments related to aligning these policies as they applied to non-represented employees and reflected the collective bargain agreement regarding holidays and vacation accruals. Also harassment, housekeeping and violence in the workplace. Mr. Mortillaro inquired of the Board if they wanted a detailed presentation of all the changes and the Board choose not to have a review of the changes.

Mr. Mortillaro said the Finance Committee made some modifications and this reflects the review of Legal Counsel, as well.

Mr. Campos suggested just accepting the Finance version approval.

There were no speakers from the public regarding this matter.

Mr. Shelton moved to approval the red-lined document as amended. Mr. Montoya seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

C. Discussion and Consideration of Contract Award for the Conceptual Design of a Maintenance Facility, Vehicle Wash Bay and Fueling Station

Mr. Mortillaro said in 2010 the District received 5304 money ($62,000 which was inclusive of the 50% match). It has been in the budget since then and they have requested and received three amendments from DOT to moving that money forward until the District could have an analysis of internal vs. external maintenance. In January the staff were directed to proceed with a conceptual design for such a facility. At the last Board meeting the Board approved submission of the TIGER Five grant so at some point the Board would decide whether to go forward or not with actual construction if these funds are received.

The Staff issued the RFQ in accordance with the State procurement process. Based on that, they received five statements that were submitted and had an evaluation team with Ms. McGuire, Mr. Martínez, Mr. Shelton and Mr. Mortillaro. Each team member independently ranked them and then they met and reviewed them and one proposal was at the top - Huitt-Zollars. Then they refined the scope of services. Their initial submittal was about twice the money the District had available and they used a "best and final offer" approach to negotiate the cost to budget parameters.

They didn't have to take a lot out of the scope and the contractor had been generous for the money the District had available to use. The scope was shown on page 198 in the packet in which they would go through the pre-design phase. They would do a space needs analysis and design document. They would also do the schematic design phase that would give a site plan, a floor plan and an elevation plan. The conceptual design and documents will be completed in 16 weeks.

There were reimbursable items that exceeded the budget and they would find resources for those items if needed. He hadn't located any topographic survey that had been done at the time this site was purchased. If they couldn't get an EA exclusion there would be extra cost for that. If needed, they would look at comparables in Rio Arriba County and Los Alamos County. The Firm is in Albuquerque and said they could do the job we need for the money available.

Mr. Montoya asked if the CATEX (categorical exclusion) from 2009 was available.

Mr. Mortillaro said they hadn't been able to locate them yet.

Commissioner Chávez asked when they would know if they had to do the EA or not. That could kill the project.

Mr. Mortillaro said that's why they were trying to find the CATEX. If they could find it, that would take care of it. But even if they had to do a full-blown EA, he didn't think they would find anything different from what was discovered when the existing building and parking facilities were constructed.

Mr. Dwyer said when the District acquired the property, the only identified problem in the EA was an old well head on the back of the property. It was examined and was not for storage tanks or anything like that. So there were no risks at the time. There was no history of such storage like there was with the Santa Fé courthouse.

Commissioner Chávez said with that history, he was more comfortable with it.

Mr. Shelton said this was clearly the best proposal they had.

Mr. Montoya moved to approve the Contract for Conceptual Design with Huitt-Zollars. Councilor Ring seconded the motion.

There were no speakers from the public regarding this matter.

Mr. Dwyer reported that it followed legal protocol.

Chair Barrone asked if the agreement would require the contractor to have a local address for GRT revenues. He said they were doing that in Taos County.

Mr. Mortillaro asked if that would be at the construction phase. Chair Barrone agreed.

Mr. Montoya asked if the design would make it meet the LEED standard. Chair Barrone agreed.

The motion passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Rio Arriba County, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

Mr. Campos excused himself from the meeting.

D. Discussion and Approval of Services Agreement No. AGR14-4014 between Los Alamos County, the North Central Regional Transit District (NCRTD), and Avail Technologies, Inc. For the purchase of Intelligent Transportation System (ITS) Components and Services

Mr. Kelly shared a power point presentation with the Board to address the ITS proposed. He explained that the District and Los Alamos County were separately pursuing ITS - AVL/CAD systems and both entities realized the potential savings from doing this together. Legal Counsel from both agencies agreed.

So they issued a joint RFP and got five respondents and narrowed that to two finalists and with a joint evaluation team came up with joint purchase agreement with the Los Alamos County Purchasing Department taking the lead.

Mr. Kelly reviewed the GPS technology that had been used by transit systems around the world.

NCRTD had $450,000 and Los Alamos County had $480,000 for this project. The goal was to increase ridership, improve efficiencies, enhance coordination and improve safety. With this system the District could be part of Google Transit so people in the nation could map their travel through the NCRTD.

Mr. Mortillaro explained how the public could find out where the vehicles were. It would provide better management and real time management of the vehicles.

Mr. Kelly said they were not purchasing the safety inspection module now but could later. With it they could do pre-trip inspections including cycling the ADA lift. The system had mobile data terminals to document boarders and departures at each site.

Councilor Ring asked about communication boundaries.

Mr. Kelly said there were some physical barriers like Taos Canyon that would block communications. He said they were still improving radio coverage. They would also have a cellular package that provides a little better coverage.

Mr. Mortillaro said they didn't have to buy additional servers. The system was turnkey from this company, It included all training, all hardware and software and updates as they occur.

Mr. Shelton said this was the trend in the industry. Santa Fé Trails and Albuquerque Ride had this technology now.

Mr. Kelly referred to page 203, 3rd paragraph that showed the joint proposal request and listed the five proposals received in May. The recommendation was to approve Avail Technologies at a cost of $443,440. Hosting was $28,000 and the maintenance fees would increase 5% annually. The package included vehicle location, mobile data terminals, CAD, GPS, and bus stop monitors. (Screen information).

Mr. Mortillaro said it would also provide query tags on each bus stop sign accessible by smart phones.

Mr. Vigil asked what information was provided from the scan.

Mr. Kelly said it provided your route and time of bus arrival. The District's 35 vehicles were included now and replacement buses would get the system installation up to 40 buses. The next bus information would be live at certain locations. Avail would maintain our program and host everything in the cloud so our data was readily available to us. Scheduling software for on-demand services was also included.

Los Alamos County approved the purchase on June 25 and the recommended action was AGR14-4014 between Los Alamos County, NCRTD and Avail Technologies for components and services.

Councilor Ring moved to approve the purchase AGR 14-4014 as presented. Mr. Vigil and Mr. Montoya seconded the motion.

Chair Barrone asked Mr. Kelly if he had watched this in action with a tour at another facility.

Mr. Kelly said he toured the competitor at Santa Fé and looked on-line at both competitors and visited other towns where they had real-time information on the street. It was very user friendly.

The motion passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

Mr. Mortillaro acknowledged that this was not an easy set of specs to develop and went through two different processes. Los Alamos County staff did a lot of work on this. Their procurement staff were better equipped and took the lead with Mr. Kelly and Ms. McGuire and also Mr. Dwyer's participation in reviewing the documents and agreements to meet legal and federal requirements. He thanked Mr. Shelton for his work as well. There was more hard work ahead with nine months of implementation. It will be a great addition to how NCRTD will provide service to the public.

Mr. Vigil moved to have a ten-minute break. Councilor Ring seconded the motion and it passed by unanimous voice vote.

The meeting resumed at 11:54 a.m.

E. Review and Discussion of Compensation and Classification Study-General and Non-Represented Positions and Possible Action

Mr. Mortillaro explained the issue and the consultant was here to go through the plan. Last time, the Board authorized him to seek a consultant to do a study to compare the plan. The District also did the study in 2007 that resulted in the step plan so it had gone for six years without going back to the market to check out prevailing wages. He did an RFP and got two submittals and PCCS was chosen. Mike Swallow was also retained by the District to establish the compensation for the E. D. Position a year and a half ago. So he was very familiar with NCRTD and the company had done a lot of work here in New Mexico.

Mr. Swallow reviewed the study that was included in the HR notebooks each Board member had.

He explained that employee involvement was a big part of this work. They participated in a "work values survey." He displayed the results of the survey and explained the slide showing the survey and how the rankings were achieved. The employees' perceptions were then compared with the market. The other step was for employees to complete a questionnaire.

Then his associate met with employees to review job descriptions and the suggested changes were then reported in the notebook.

Out of that came an analysis on preferences and values. Job Knowledge was the #1 value (page 58). He shared how it was set up and listed the dimensions and components. The last factor was work environment.

Out of that analysis he arrived at a "worth of work value" (page 62) listing each position title and the associated value. He noted that all District employees fell within the market average with one exception. He presented the least cost implementation on pages 75-77. He said there were a couple of individuals to recommend to adjust to the minimum range including Gus Martínez and a part-time fleet and facilities worker.

Mr. Swallow showed the compensation plan (without steps). He briefly explained the chart and how to use it. He clarified that this was the recommendation.

Mr. Mortillaro said, based on the results, that there were only two positions to move up to be above the minimum and if the Board adopted the study, those two would get adjustments up to the range. The one position that was above the maximum would be circled in red and instead of a raise would get a one-time bonus for performance if appropriate. These study results applied only to non-represented employees.

Mr. Swallow went to the benefits data (page 78) and compared District benefits with other entities. The percentage of employer share varied quite a bit. He said the District was a little bit better than the others but there were other factors to consider. For retirement, New Mexico was aggressive in contribution requirements by law (PERA). The District still needed to decide how to handle the new PERA required contribution.

Mr. Mortillaro proposed going into closed session to consider the data related to collective bargaining employees which was preliminary to negotiations. The agreement included new rate consideration and the union wanted to consider it in the negotiations.

Chair Barrone said the Board would need to amend the agenda for having the closed session now.

J. Closed Executive Session - pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

Mr. Vigil moved to amend the agenda and go into closed executive session pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations. Commissioner Chávez seconded the motion and it passed by unanimous roll call vote with Town of Edgewood, Los Alamos County, Nambé Pueblo, Pojoaque Pueblo, Santa Clara Pueblo, Santa Fé County and Taos County voting in favor and none against.

The Board went into closed session at 12:28 p.m.

During the closed session, Ms. Valério left the meeting.

The Board returned to open session at 1:16 p.m. with no quorum remaining.

Chair Barrone announced to the public that during the closed session no actions were taken and the only matters discussed were matters permitted under NMSA 1978, Section 10-15-1 (H) (5) regarding collective bargain strategy preliminary to collective bargaining negotiations.

Mr. Montoya moved to adjourn the meeting. Mr. Vigil seconded the motion and it passed by unanimous voice vote.

10. DISCUSSION ITEMS:

F. Financial report for June 2013

This item was not considered.

G. Finance Subcommittee Report

This item was not considered.

H. Tribal Subcommittee Report

This item was not considered.

I. Executive Report for June 2013 and Comments from the Executive Director

1) **Executive Report**

2) **Performance Measures**

3) **Ridership Report for May 2013**

These items were not considered.

J. Closed Executive Session - pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy

preliminary to collective bargaining negotiations.

This matter was considered earlier in the meeting.

K. Reconvene to Open Session: possible action from closed session.

This item was not considered.

11. MATTERS FROM THE BOARD

This item was not considered.

12. MISCELLANEOUS

There were no miscellaneous items considered.

13. ADJOURNMENT

Next Board Meeting scheduled for August 2 at 9:00 a.m.

The meeting was adjourned at 1:17 p.m.

Approved by:

Daniel R. Barrone, Chair

Attest:

Geoffrey Rodgers, Secretary

Submitted by:

Carl Boaz, Stenographer